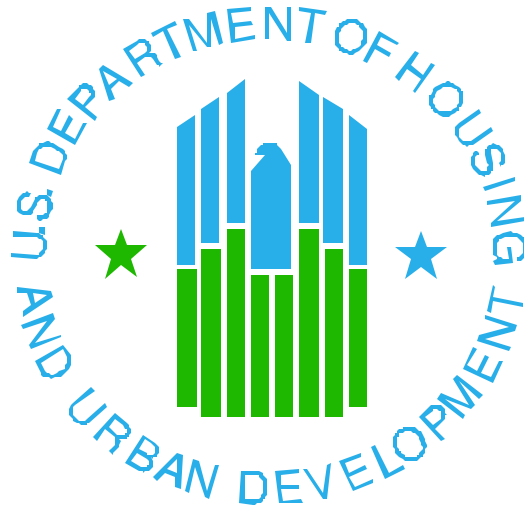


Department of Housing and Urban Development
Office of Public and Indian Housing (PIH)



Public and Indian Housing Information Center (PIC-IMS)
Job Aid for Configuring Buildings and Units

December 19, 2007

PHA users have raised questions concerning how to configure their buildings in PIC-IMS Development submodule. An improper configuration can make it impossible to enter addresses correctly. In addition, having the wrong configuration can affect Capital Funding.

When the questions below refer to an “entrance”, it means the primary or public entrance (ignore side and back doors not intended for public use).

The key to choosing which type of building you have in PIC is to answer the following questions and look at the specified example:

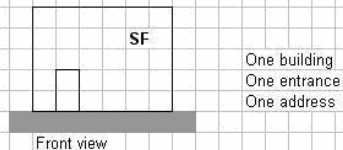
1. Does the building have more than one unit?
 - a. Yes: Go to question 2.
 - b. No: Go to Example A” (Single Family).
2. Does the physical address use an apartment or unit number?
 - a. Yes: Go to question 3.
 - b. No: Go to question 5.
3. Does the building have one primary front entrance to the units?
 - a. Yes: Go to question 4.
 - b. No: Go to question 6.
4. Does the building use an elevator for tenants?
 - a. Yes: Go to Example “E” (Elevator Structure).
 - b. No: Go to Example “D” (Multi-family/Walkup).
5. Does the building have more than two units?
 - a. Yes: Go to Example “C” (Row/Townhouse).
 - b. No: Go to Example “B” (Semi-Detached).
6. Does the building have more than two units?
 - a. Yes: Go to Example “G” (Row/Townhouse with apartment numbers).
 - b. No: Go to Example “F” (Semi-Detached with apartment numbers).

Example A – Single Family

Single Family/Detached (SF)

A structure that consists of a single living unit and is surrounded by permanent open spaces.

One configuration



Example A (SF - Single Family Home) (SD – Semi-Detached with “apartment” numbers) Example G (RW – Row or Townhouse with “apartment” numbers)

# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Example of an address
1	1	1	No	202 Fido St

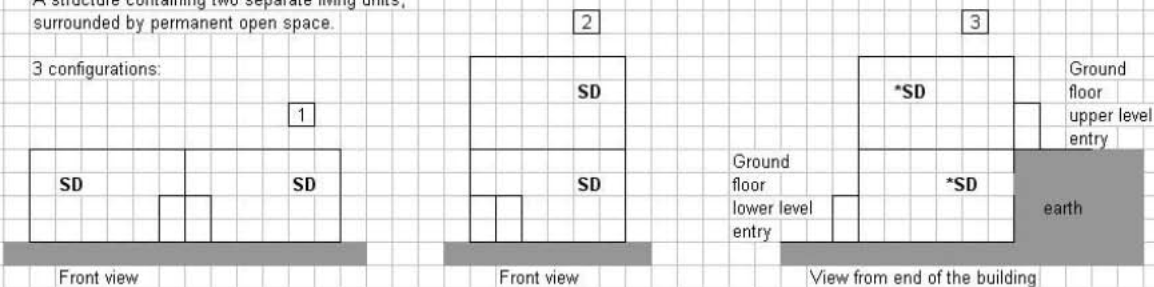
A single family structure will have one building with one entrance in the building details screen and one unit in the unit details screen. Leave the door number blank in the unit details screen (it will not be included in RASS report addresses).

Example B – Semi-Detached

Semi-Detached (SD) (duplex)

A structure containing two separate living units, surrounded by permanent open space.

3 configurations:



* If more than two units this is a Row/Townhouse Dwelling (RW) or a Walk-Up/Multifamily Apartment (WU)

# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Example of 2 addresses
1	2	1	No	202 Fido St 204 Fido St

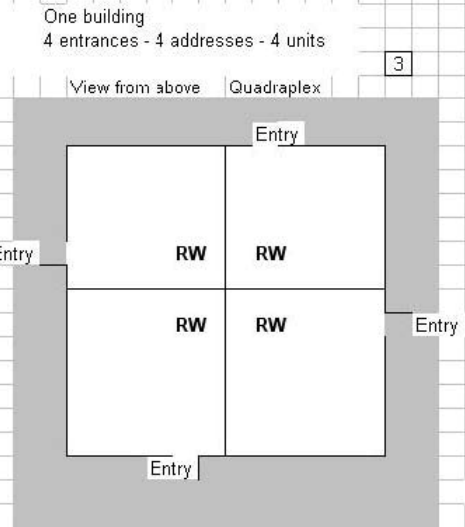
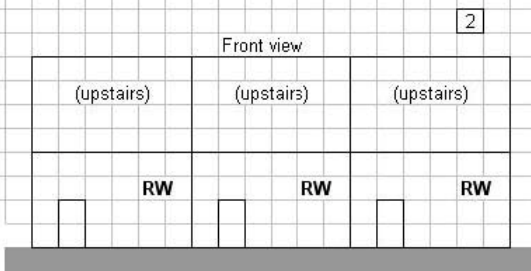
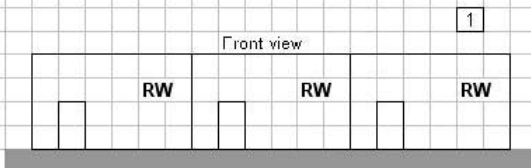
A semi-detached structure will have one building with two entrances in the building table and one unit in the unit details screen for each entrance. Each entrance will have its own address. Leave the door number blank in the unit details screen (it will not be included in addresses for RASS reports).

Example C – Row/Townhouse

Row/Townhouse Dwelling (RW)

A structure containing three or more separate living units, each having individual outside entrances at ground level (which may face in different directions). Each unit may have more than one level.

3 configurations



# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Example of 3 addresses
1	More than 2	1	No	202 Fido St 204 Fido St 206 Fido St

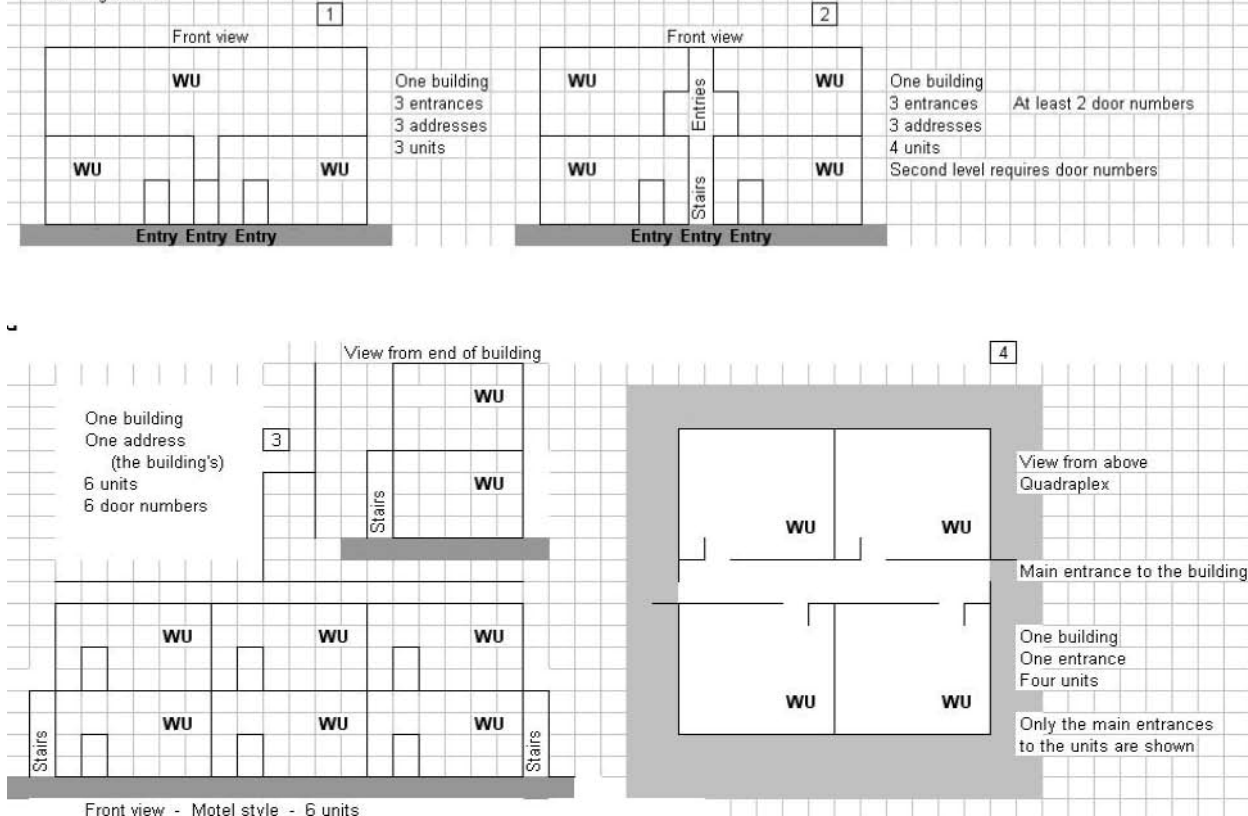
A row or townhouse structure will have one building with more than two entrances in the building details screen and one unit in the unit details screen for each entrance. Each entrance will have its own address. Leave the door number blank in the unit details screen (it will not be included in addresses in RASS reports).

Example D – Walkup/Multi-family

Walk-UP/ Multifamily Apartment (WU)

More than one dwelling on more than one level with one or more entrances at ground level.
But not a SD - Semi-Detached !

4 configurations



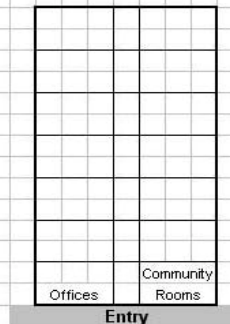
# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Example of unit addresses in a 6-unit Walkup
1	1	More than 1	Yes	202 Fido St A 202 Fido St B 202 Fido St C 202 Fido St D 202 Fido St E 202 Fido St F
A multifamily or walkup structure will have one building with one or more outside entrances and at least one entrance has <u>more than one unit per entrance</u> in the building table. Each entrance will have the same number of units listed in the unit table for that entrance. The entrance will have the street number, street, city, state and zip code portion of the address. Put the apartment number in the "door number" field in the unit details screen; it will be added to the end of the physical street address from the building table in the RASS reports.				

Example E – Elevator Structure

Elevator Structure (ES)

Any high-rise structure for which an elevator is required under the Minimum Property Standards or local building codes.

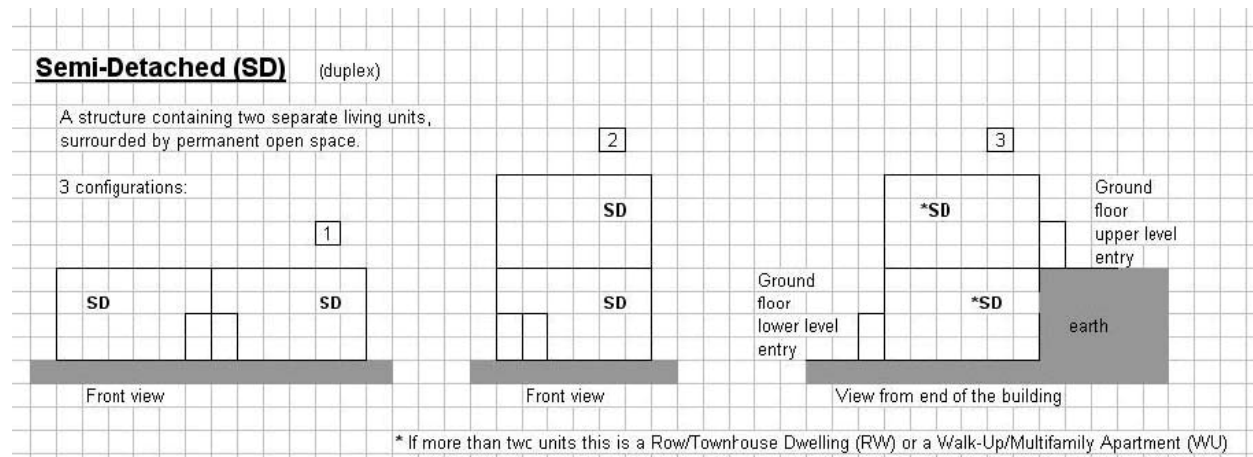
One configuration



One building
One entrance (the main entrance)
One address
7 floors
12 units
more than 12 door numbers

# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Example of unit addresses in a 6-story elevator structure
1	1	More than 1	Yes	202 Fido St 1A 202 Fido St 1B 202 Fido St 2A 202 Fido St 2B 202 Fido St 3A 202 Fido St 3B 202 Fido St 4A 202 Fido St 4B 202 Fido St 5A 202 Fido St 5B 202 Fido St 6A 202 Fido St 6B
An elevator structure (essentially a multifamily or walkup structure with an elevator) will have one building with one outside entrance and more than one unit per entrance in the building table. It will have the same number of units listed in the unit table for that entrance. Put the apartment number in the “door number” field in the unit details screen; it will be added to the end of the physical street address from the building table in RASS reports.				

Example F – Semi-detached with Apartment Numbers in the Address



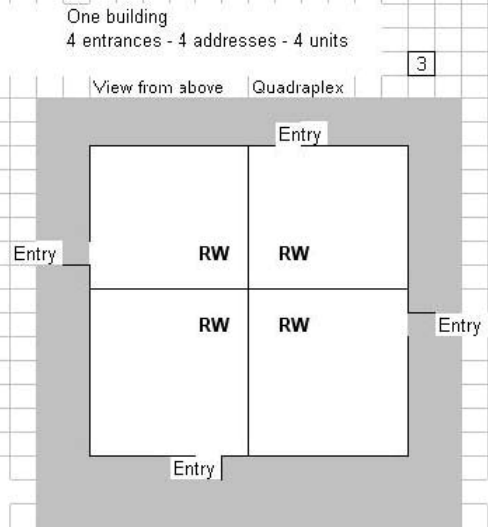
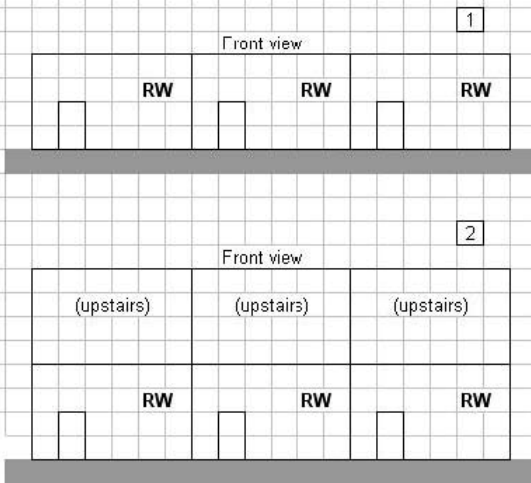
# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Examples of addresses
1	2	1	No	202 Fir St A 202 Fir St B
A semi-detached structure will have one building with two entrances in the building table and one unit in the unit table for each entrance. Leave the door number blank in the unit details screen (it will be ignored in RASS addresses). (If each unit use an apartment number, put it in address line for the entrance in the building details screen.)				

Example G – Row/Townhouse with Apartment Numbers in the Address

Row/Townhouse Dwelling (RW)

A structure containing three or more separate living units, each having individual outside entrances at ground level (which may face in different directions). Each unit may have more than one level.

3 configurations



# of bldgs	# entrances	Units per entrance	Use door no in unit table?	Example of an address
1	2 or more	1	No	202 Fir St #11 202 Fir St #12 202 Fir St #13
A row or townhouse structure will have one building with two or more entrances in the building table and one unit in the unit table <u>for each entrance</u> . Leave the door number blank in the unit details screen (it will be ignored in RASS addresses). (If each unit use an apartment number, put it in address line for the entrance in the building details screen.)				